

TOWN OF HERNDON, VIRGINIA

Enriching the quality of life and promoting a sense of community

STATEMENT OF BENEFITS



PART-TIME EMPLOYEES

Effective July 1, 2003

Leave

Annual – After six months of continuous employment, full time employees accrue thirteen days paid annual leave per calendar year up to 5 years, 19 ½ days up to 10 years, and 10 years or more accrue 26 days per year (department heads accrue an additional 8 days of annual leave). Annual leave is payable upon termination. **Annual leave for part time employees is pro rated based on number of hours regularly scheduled to work per week.**

Sick – All full time Town employees accrue sick leave at the rate of 4 hours/pay period (13 days per year). Sick leave is payable upon termination at 25% of the balance of unused sick leave to a maximum of \$2,500. **Sick leave for part time employees is pro rated based on number of hours regularly scheduled to work per week.**

Miscellaneous – Bereavement, military and civil leave granted to employees as stated in Town Code.

Health Insurance

The Town offers Optimum Choice HMO, Optimum Choice POS, or Mamsi Life & Health PPO to all regular full time employees. Biweekly costs are as follows:

	<u>HMO</u> <u>Optimum</u> <u>Choice</u>	<u>POS</u> <u>Optimum</u> <u>Choice</u>	<u>PPO</u> <u>Mamsi</u> <u>Life & Health</u>
<u>35 hrs/wk</u>			

Individual	\$25.90	\$29.00	\$31.42
Dual	\$102.25	\$114.50	\$124.08
Family	\$142.00	\$159.01	\$172.32

30 hrs/wk

Individual	\$44.19	\$49.47	\$53.60
Dual	\$128.55	\$143.94	\$155.98
Family	\$178.52	\$199.90	\$216.63

25 hrs/wk

Individual	\$62.47	\$69.94	\$75.78
Dual	\$157.76	\$176.66	\$191.43
Family	\$219.09	\$245.34	\$265.86

20 hrs/wk

Individual	\$79.23	\$88.70	\$96.11
Dual	\$184.06	\$206.10	\$223.34
Family	\$255.61	\$286.22	\$310.17

Dental Insurance

All Town regular employees are offered optional dental plan at their expense with Dominion Dental. The bi-weekly cost is:

	<u>DHMO</u>	<u>PPO/Indemnity</u>
Employee	\$7.20	\$17.52
Dual	\$12.03	\$35.58
Family	\$16.53	\$54.66

Short and Long Term Disability Insurance

Short and long term disability insurance are funded by the Town. The benefit is 66 2/3% of weekly salary with a maximum of \$600 per week for up to 26 weeks and then 60% of monthly salary with a maximum of \$5,000 per month to age 65 if still disabled. Disability insurance applies to non-work related illnesses or injuries and goes into effect on the greater of the 30th consecutive day of disability or accumulated sick leave.

Long Term Care Insurance

Employees may purchase long term care insurance for themselves as well as their spouse, parents, and parents-in-law through Aetna Long Term Care Insurance. Choose a daily benefit amount from \$50 to \$200 and a 2 or 5 years maximum benefit.

Flexible Benefits Plan (Section 125)

Section 125 of the Internal Revenue Code allows employees to reduce taxes, increase spendable income and have a broader selection of benefits. The Town offers a flexible benefits plan to regular employees through Ceredian Benefits Services, Inc. (Dental and health insurance premiums are automatically pre-taxed unless you request exemption in writing.)

Deferred Compensation

A plan is offered through the Town with GoldK handling administrative reports. A flexible investment program, deferral of 25% of your total salary of up to \$12,000 for calendar year 2003 and \$13,000 for calendar year 2004 may be invested.

Credit Unions

Employees have the option to join either the Apple Federal Credit Union or the Virginia League Central Credit Union as an employee of the Town.

Direct Deposit

Direct Deposit of paychecks is available to all employees.

Employee Assistance Program

The Town offers an employee assistance program, through MenningerCare Systems, to all employees and their family members.

Savings Bonds

All employees have the option to purchase United States Series EE Savings Bonds through payroll deductions.

Legal Services

The Town offers pre-paid legal services through United Legal Benefits legal access plan. There is a one-time enrollment fee of \$20 and then a bi-weekly subscriber fee of \$6.75, paid through payroll deductions.

Holidays

The Town enjoys ten and one-half (10 ½) holidays per year. The following holidays are observed by the Town: New Year's Day, Lee-Jackson-King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve (half-day), Christmas Day.

Pay Days

The Town pays bi-weekly every other Friday – 26 pay periods per year.

Performance Evaluations

Each employee is eligible for a pay-for-performance increase on an annual basis depending on performance evaluation.

Recreation Benefits

Recreation benefits include free golf, racquetball, swimming, discounted classes and much more as outlined by Resolution No. 91-G-96.

Discount Programs

Various employee discount programs and benefits are available including United Buying Service, discounts at Kings Dominion and Busch Gardens, Price Club membership and others.